



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
1611 B AVENUE
FORT LEE, VA 23801-1799

IMNE-LEE-MWC

FORT LEE POLICY NO: 6-07
5 March 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child, Youth & School Services Childcare Eligibility and Waiting List Priorities

1. Background. This policy establishes patron eligibility and priorities for placement of children on waiting lists for childcare services on Fort Lee.
2. Reference: AR 608-10, 1-6, Child Development Services, 15 July 1997 & Army Family Covenant.
3. Eligibility: Children of active duty military personnel, both appropriated and nonappropriated Department of Defense (DoD) civilian personnel, reservists on active duty or during inactive duty personnel training and DoD contractors are eligible to use Child, Youth & School Services childcare services.
4. Childcare Waiting List Priorities.
 - a. Category I - Single (sole parent) or dual active duty military patrons and/or siblings of children already placed in a program and Wounded Warrior 2 (AW2)/Warrior Transition (WT) (in accordance with case manager recommendation).
 - b. Category II
 - (1) Active duty military with a full-time working/student spouse.
 - (2) Single (sole parent, dual DoD civilians and DoD civilians with a full-time working student spouse.
 - c. Category III
 - (1) Active duty military whose spouse is not working or attending school full-time.
 - (2) DoD civilians whose spouse is not working or attending school full-time.

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d. Category IV - DoD Contractors

e. Within each priority, patrons will be offered childcare services based on their original waiting list request date. Patrons may not use their priority status more than once in a given program. Priority status on waiting lists will be forfeited once parents turn down an available vacancy.

5. Outreach Services Director shall determine on a case-by-case basis whether spouses employed on a full-time basis but working within the home shall be included in the full-time working parent category.

6. This policy supersedes Fort Lee policy #6-07, dated 30 August 2007.

7. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation and Child, Youth & School Services, 765-3852.

Michael G. Morrow /signed/
MICHAEL G. MORROW
Colonel, LG
Garrison Commander

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